



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

POLICY NAME

Donations

PURPOSE

The purpose of this policy is to provide guidance in relation to how TSLSC receives, processes and refunds donations.

- The Director of Fundraising & Director of Marketing are responsible for solicitation & oversight of and recommendation to accept or reject donations offered to the club.
- The Treasurer must have visibility of and verify all financial donations.
- Although not a requirement of the policy, practical management of receipt and processing is likely to be delegated to the club's Administrator.
- The policy sets out the limitations on acceptability and obligations on acceptance, including procedures which should be followed upon the club deciding to accept a donation in cash or kind.

SCOPE

This policy applies to all donations, in cash and/or in kind, and to anyone who is involved in the raising or receipting of funds donated to TSLSC.

DIRECTORATE(S)

Fundraising
Marketing

RESPONSIBLE DIRECTOR(S)

Treasurer
Director of Fundraising
Director of Marketing

POLICY

1. The Torquay Surf Life Saving Club (TSLSC) welcomes donations from its members, individuals, governments and agencies, the business community and other organisations which support its mission.
2. All donations in cash or kind are made to TSLSC with the intention of supporting its mission and goals.
3. TSLSC only accepts donations where they are ethical in nature and those that are consistent with the mission, values and policies of the organisation.



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4. TSLSC reserves the right to refuse an offered donation.
 5. In instances of a donation in which no material benefit is gained by the external party, the cost is GST exempt and tax deductible.
 6. The solicitation of donated funds for TSLSC must be for the purposes of TSLSC generally or for specified projects.
 7. Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
 8. All personal information collected by TSLSC is confidential and is not for sale or to be given away or disclosed to any third party without consent. See the club Privacy Policy for more information.

PROCEDURE

One Off Donation

When TSLSC receives a one-off donation, the procedure is as follows:

- a) All donors should be contacted to say thank you for their generosity. For small donations (Less than \$100) an email should be sent to the donor to thank them.
- b) For donations equal to or greater than \$100, the donor should be called to say thank you.
- c) At the end of the year, thank you cards, and annual reports are to be mailed to all donors who donated an amount equal to or greater than \$100.

Recurring Donations

When TSLSC receives a recurring donation, the procedure is as follows:

- a) All recurring donors should be contacted after their first donation is processed. Following this, recurring donors should be telephoned on an annual basis to say thank you.
- b) At the end of the year, thank you cards, and annual reports are to be mailed to all donors who donated an amount equal to or greater than \$100.

Receipts

- a) Unless the person wishes to give anonymously, they must be sent a receipt. The receipt must be issued by TSLSC for purposes of accounting and must have the following information recorded:
- b) The name of the recipient organisation – Torquay Surf Life Saving Club Inc.
The Australian Business Number of TSLSC 95 834 027 136 and the notation that the receipt is for a donation.
- c) Receipts must be signed by a member of staff or board. An electronic copy of the letter is to be kept in the donations folder on our server computer.
- d) Donations in the form of equipment, must be entered /added to the equipment register (asset register) and be notified to the TSLSC insurer ASAP to ensure the equipment is covered under the policy.

Refunds

- a) The donor will be granted a refund of any donation if it is requested within 30 days of the



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original donation, less the transaction fee.

b) To receive the refund the donor must state in writing that they are requesting the refund.

c) Refunds will not be issued unless requested in writing within 30 days of the original donation.

Related By-Laws & Policies

- Policy – Privacy

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	03/04/2023	Policy created & ratified by TSLSC Board